

Civil Air Patrol

SAFETY

MANAGEMENT

BOOK



CAP SAFETY OFFICER GUIDE

We have provided guidance on how to manage a unit safety program before, but we thought perhaps repeating this information would be helpful to some of our new safety officers. Therefore, here is another summary of the safety officer's duties to provide you with the basic tools you need to conduct an effective safety program.

It has been shown through research in private industry that providing a responsible staff agency, which acts as a focal point for mishap prevention, can drastically reduce mishaps. This staff normally collects data regarding mishaps for the organization, analyzes this data, and provides information for reversing adverse trends. In addition, the organizational environment is periodically inspected to anticipate environmental items and work procedures, which, if not corrected or altered, could eventually cause a mishap. And, finally, this agency conducts educational programs, which emphasize through reinforcement and repetition, knowledge that helps people perform their tasks in a safer, more mishap-free manner.

As a result of the safety staff agency's efforts, the industry saves a considerable amount of skilled labor, potentially damaged equipment and insurance costs. These reduced costs result in higher profits, and increased overall efficiency.

The CIVIL AIR PATROL (CAP), being a large organization which operates with a relatively fixed resource, is not unlike any other large corporation and needs an effective safety program. Without it, cost in personnel, morale, equipment, and money would become prohibitive. Thus, as a safety officer, you are a vital and very important part of the CAP organization. CAP probably could not exist in its present form without your help and assistance any more than it could exist without an operations officer.

Recent Inspector General inspection reports indicate that several of our units have marginal or unsatisfactory safety programs. This guide will address those items that you need to know to develop a safety program and to conduct an effective and organized safety effort that will help you manage an "excellent" or "outstanding" safety program.

Being the safety officer can be fun. You are appointed by and work directly for the commander and should have no other duties. You are the commander's chief advisor in matters related to safety. Thus, you should be constantly vigilant regarding potential safety hazards.

Stairs without handrails, tripping hazards, protruding objects, and unsafe work practices should be corrected on the spot if possible. If not possible, they should be documented to assure follow-up action, and should be brought to the attention of the commander who may in turn delegate action to the appropriate staff members to correct the situation.

You should follow-up to ensure that this is accomplished. To help with your inspection, CAPR 62-1 contains a sample survey that should be copied and completed once

per year. The commander should review the results, corrective action should be taken, and a completed survey sent to the next higher echelon for review. It is very important your report be forwarded to help the next echelon safety officer manage their safety program.

An integral part of the safety effort is establishing a unit bulletin board to act as a focal point for displaying safety material. This board, as a minimum, should display the monthly Safety Bulletin sent by National Headquarters SE to all units. The bulletin board should also display and supply copies of hazard report forms to include the FAA 8740-5 and the CAP Form 26. Additional items might include the NASA Callback Bulletin, Aviation Monthly if available, and visual aids which emphasize safety.

Perhaps the most important aspect of an effective safety program and the one that requires the most work are the monthly safety meeting. Ideally, this presentation should be brief, 10-15 minutes as a maximum. It should be interesting, pertinent, and informative. Variety and audience participation are also key ingredients. Rather than the safety officer always providing the briefing, a medical expert may be asked to talk about self-medication or a fuel expert may discuss the results of mixing various fuels. It's usually better to have an expert there to give the presentation and answer pertinent questions posed by members of the group.

Films from the local Flight Safety District Office (FSDO) or base film library and assistance from the local highway patrol are also valuable sources of effective presentations and they add variety and credibility to your safety education effort. The meeting should not be conducted without some audience discussion of the subject. As a very minimum, you should brief the monthly Safety Bulletin sent from National Headquarters.

This bulletin contains a summary of all the mishaps that occurred the previous month in CAP, along with suggested corrective action, if required, for all units. As the safety officer, you should evaluate these actions to determine if they apply to your unit and ensure that appropriate action is taken. A pencil mark in the margin of action taken is sufficient documentation. CAPR 62-1 requires that the basic contents of all safety presentations are documented and a list of all personnel attending is maintained on file for at least one year.

Other subjects covered may be documented directly on the safety bulletin and an attendance roster, signed by each member, may be attached. These should be filed after the next bulletin arrives.

A much misunderstood and often unused part of the safety program is hazard reporting. The FAA Form 8740-5 is designed to help correct safety hazards which are beyond the control of CAP; for example, a field does not have a windsock or a dangerous obstruction exists at the end of the runway. Merely describe the hazard and send it to the nearest Flight Safety District Office (FSDO). They will take proper action to see that the problem is corrected.

The CAP Form 26 is designed to be used for those hazards within control of the CAP unit. A slippery floor or tripping hazards is examples. Unit members may fill out the CAP

Form 26 and bring it to the safety officer. He in turn should attempt to get the problem resolved by going to the agency involved. If that is unsuccessful, the form should be given to the unit commander for his action.

Keep in mind; it's the safety officer's responsibility only to see that appropriate action personnel are made aware of the hazard so they may take care of the problem. It is not the safety officer's responsibility to correct the hazard.

Remember, as the safety officer you are the commander's chief advisor regarding safety. The commander actually has the chief responsibility. You must provide him/her with the information and assistance needed to get the job done. Survey your unit for safety problems and have a well-documented and effective educational program.

We hope that this guide has been helpful in emphasizing those areas you need to know to be a better, more effective safety officer. Should you need further assistance, do not hesitate to contact the wing safety officer or wing commander. It is our job to provide assistance as needed.

Remember, "A good, effective safety program is no accident."

SAFETY MANAGEMENT BOOK

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PURPOSE

The safety management book is designed to make available a one-source document covering the elements and status of the unit safety program and mishap experience. In addition, it acts as a place to keep safety correspondence and documents for each reference. It provides the information needed for the monthly status reports to the commander. It is a mobile file of the unit safety data and is kept by the unit safety officer. It provides a means for orientation of safety personnel and contains information on open actions and problem areas.

(See Note) It standardizes the unit safety program.

NOTE: Maintain correspondence and documentation for the current year. Information showing an open status on discrepancies or problem areas should be retained until closing action is complete, regardless of year action was started.

LETTERS OF APPOINTMENT AND TRAINING

- A. The unit commander will appoint a unit safety officer to assist with implementation of an effective mishap prevention program.

- B. Responsibilities: The newly appointed unit safety officer should receive initial training from the wing safety officer. Training will include the duties and responsibilities of the unit safety officer as outlined in CAPR62-1. The unit safety officer will assist the unit commander with the implementation of a mishap prevention program and keep the commander informed of all aspects of the safety program. Copies of the CAPF 2a, appointment letters and training letters will be filed in this section. Manning lists of subordinate units will be filed in this section.

Sample Letter of Appointment



HEADQUARTERS
CIVIL AIR PATROL (UNIT NAME)
UNITED STATES AIR FORCE AUXILIARY
(UNIT ADDRESS)
(CITY), (STATE) (ZIP CODE)

(Date)

This letter is to serve as notice of appointment of (Officer's Rank and Name) to the position of (Unit Name) Director of Safety. (Office Rank and Name) will serve in this capacity until further notice.

(Signature)

(Commander's Name)
(Rank), CAP
Commander (Unit Name)

MISHAP NOTIFICATION PROCEDURES

- A. Mishap notification procedures are established to ensure prompt and accurate notification of all mishap's involving cap aircraft, vehicles and personnel.

- B. Responsibilities: Each unit will establish internal mishap notification procedures. The procedures will include the names and telephone numbers of key personnel in the unit who are to be notified in case of a mishap. Unit safety officers will ensure the unit or activity commander notifies CAP/DOR, CAP/GC, WING/CC, WING/LO, REGION/CC and REGION/SE of all property damage, serious injuries, or deaths. All unit personnel will be familiar with these procedures and a copy of the procedures will be placed on the safety bulletin board.

LIST OF APPLICABLE DIRECTIVES AND REGULATIONS

- A. Provide a quick reference of safety and health directives needed to conduct an aggressive accident prevention program.

- B. Responsibilities: Maintain a listing of all safety publications that apply to the unit. Include current copies of CAPR 62-1, CAPR 62-2 and CAPP 217. Wing and Region supplements to these regulations will also be filed here. Maintain a list any directives, which are peculiar to the function of the unit. Include a cross reference to the location of these publications and directives.

Sample Supplement

Headquarters (Wing), Civil Air Patrol
Auxiliary of the United States Air Force
(Address)
(City), (State) (Zip Code)

Wing Supplement # ____
CAPR 62-1
(Date)

CAPR 62-1. 1 March 1991, is supplemented as follows:

1B(1) Added. All (Wing) CAP pilots are to maintain pilot proficiency. This pilot proficiency is best maintained through conscientious study of flight manuals and flight regulations as well as regular, and frequent, "currency" sorties and appropriate flight instruction. Additionally, pilots can further enhance proficiency by participating in the FAA sponsored "Wings" safety and proficiency seminars. Upon completion of each phase of the "Wings" program, pilots will forward a copy of their certificate to the (Wing) Safety Officer who will then update wing records.

(Signature)
(Name, Rank) CAP
(Wing) Administrative Officer

(Signature)
(Name, Rank) CAP
(Wing) Commander

OPR: SE
Distribution: In accordance with CAPR 5-4

SAFETY SURVEYS AND HAZARD ABATEMENT LOG

- A. This section serves as a file for appropriate inspection checklists as locally supplemented and results of unit safety surveys along with follow-up and closeout actions.

- B. Responsibilities: The unit safety officer will maintain a listing of all unit areas, activities, or facilities requiring inspection. Conduct a safety survey annually and file the inspection results. A hazard abatement log with follow-up and closeout actions will be kept in this section. High hazard areas should be inspected more frequently. Copies of each safety survey will be forwarded to the next higher headquarters safety officer within 30 days after completion.

CAP Hazard Abatement Log

Area Inspected	Date	Person Contacted Phone Number	Hazard Observed	*Risk Assessment	Corrective Action Required	**Follow-up	
						Date Open	Date Closed

*Risk Assessment is on a scale of 1 to 5 with 5 being a high risk and/or high hazard. **Follow-up- Open Date is when personnel are assigned to correct problem. Close Date is when hazard was corrected and re-inspected.

INSPECTION REPORTS

- A. The safety inspection program is designed to evaluate the effectiveness of the unit's mishap prevention program, identify areas of mishap potential, and assist the unit commander and unit safety officer in developing an effective safety program.

- B. Responsibilities: Each group will evaluate the effectiveness of that unit's mishap prevention program. Wing safety officer will monitor the reports for adequacy of corrective actions and insure suspense dates are met. Status reports will be sent to the wing safety officer on all open items either monthly or as directed by the wing. Copies of all current unit inspections with corrective action will be filed in this section. The wing safety officer will keep a log of subordinate unit safety surveys completed and dates accomplished.

- C. Unit safety officers should use the Subordinate Unit Inspection Guide, TAB C-6 Safety annually to assess the effectiveness of the unit safety program.

TAB C-6: Safety		
	ITEM	REFERENCE
1.	<u>RESPONSIBILITIES:</u> <ol style="list-style-type: none"> Is someone within the unit designated to monitor, track, and actively manage the safety program? What evidence is there that the unit commander has an accident prevention program (letters, reports, bulletins, directives or operating procedures)? 	<p>CAPR 62-1 Para 1d</p> <p>CAPR 62-1 Para 1b(2)</p> <p>CAPR 62-1 Para 1c</p>
2.	<u>MANNING:</u> <ol style="list-style-type: none"> Is the safety officer appointed in writing? <ol style="list-style-type: none"> Has a copy been sent to group/wing? To whom is the safety officer directly responsible? Have pilot safety officers or assistants applied to become accident prevention counselors with the local Flight Standards District Office? <ul style="list-style-type: none"> What qualifications do they have as accident prevention counselors? 	<p>CAPR 62-1 Para 2a</p> <p>CAPR 20-1</p> <p>CAPR 62-1 Para 2a(2)</p>
3.	<u>SAFETY EDUCATION:</u> <ol style="list-style-type: none"> Is ground and flying safety information briefed monthly at unit meetings? Is a roster of individuals in attendance maintained? <ul style="list-style-type: none"> Please have previous summaries and attendance rosters covering the past twelve months available for inspection. <ol style="list-style-type: none"> Is the monthly NHQ Safety Bulletin briefed to all personnel in units with pilots? Is the NHQ Safety Bulletin placed on the safety bulletin board or in a read file? Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)? 	<p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(3)</p>
4.	<u>SAFETY IMPROVEMENT/HAZARD REPORTING PROGRAM:</u> <ol style="list-style-type: none"> Are CAP Forms 26 readily available? <ul style="list-style-type: none"> Do personnel know what the forms are and how to use them? <ol style="list-style-type: none"> Are FAA Forms 8740-5, <i>Safety Improvement Report</i>, readily available? <ul style="list-style-type: none"> Do personnel know what they are and how to use them? 	<p>CAPR 62-1 Para 2c</p>
5.	<u>ACCIDENT PREVENTION:</u>	

	Are any local directives or other forms of guidance published in the area of accident prevention?	CAPR 62-1 Para 2d
6.	<u>SAFETY SURVEYS/INSPECTIONS:</u> <ol style="list-style-type: none"> Has an internal safety survey been scheduled and accomplished annually? Has a suspense system been established to ensure all deficient items are corrected prior to closing out the report? Are copies of completed surveys forwarded to the next higher headquarters? Is the commander is reviewing safety surveys? 	CAPR 62-1 Para 2f
7.	<u>ACCIDENT REPORTING:</u> <ol style="list-style-type: none"> Are local accident reporting procedures established? Has a CAP Form 79 been submitted on all applicable accidents?; was it on time? 	CAPR 62-2 Para 4 CAPR 62-2 Para 6

MISHAP REPORT LOG

- A. This section of the safety management book is designed to provide the unit commander with information on all mishaps sustained by the unit.

- B. Responsibilities: Unit safety officers will sub-divide this section into separate logs for first aid, aircraft, vehicle, and bodily injury mishaps. The date CAPF 78s and CAPF 79s are sent to higher headquarters will be recorded on these logs. All unit mishaps will be investigated and the investigation findings and corrective actions recommended will be recorded on CAPF 79. Copies of all CAPF 78s and CAPF 79s will be maintained in this section.

CAP First Aid Log

Date	Member Name	Member ID Number	Unit Number	Describe Injury and First Aid Administered	First Aid Administered By:

CAP Aircraft Mishap Log

Date	Member Name and ID Number	Unit Number	Aircraft N Number	CAPF 78 Sent to:	Date Six (6) Copies of CAPF 79 Sent to Wing/CC
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
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				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	

CAP Reportable Bodily Injury Log

Date	Member Name and ID Number	Unit Number	Type of Injury	Notification Sent to:	Date Six (6) Copies of CAPF 79 Sent to Wing/CC
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
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				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	

CAP Vehicle Mishap Log

Date	Member Name and ID Number	Unit Number	Vehicle ID Number	Notification Sent to:	Date Six (6) Copies of CAPF 79 Sent to Wing/CC
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	
				<input type="checkbox"/> CAP/DOR <input type="checkbox"/> CAP/GC <input type="checkbox"/> WING/CC <input type="checkbox"/> WING/LO <input type="checkbox"/> REGION/SE <input type="checkbox"/> REGION/CC	

GENERAL CORRESPONDENCE

- A. This section will serve as a file for correspondence and actions taken as a result of correspondence from higher headquarters in regard to safety related special interest items, program, publicity, seasonal campaigns, etc.

- B. Responsibilities: Unit safety officers will maintain in order by date all safety correspondence. Actions taken at unit level regarding correspondence will be documented and maintained in this section with the letter itself. Correspondence, which does not fall under other areas of this management book, may be filed in this section.

HAZARD REPORT LOG AND HAZARD REPORTS

- A. This section will serve as a file for hazard reports submitted by unit personnel and information concerning these hazard reports.
- B. Responsibilities: The safety officer is responsible for insuring that CAP form 26, *CAP Safety Improvement or Hazard Report*, are readily available to all unit personnel and all personnel are aware of its existence as a means of formalized reporting of hazards. The phone number of the unit and wing safety officer will be posted on the hazard form container. Hazards that cannot be corrected at the local level will be forwarded with investigative action to the next higher headquarters safety officer for assistance. Maintain copies of all hazard reports with corrective action in this section.
- C. The unit safety officer is responsible for insuring that FAA form 8740-5, *Safety Improvement Report*, is readily available to all unit personnel and they are aware of its use as a formalized report of hazards at and surrounding airports. Note: The phone number of the nearest FAA flight standards district office will be posted with these forms.
- D. Recommended the unit safety officer brief members on NASA ACR 277B form, Aviation Safety Reporting System (ASRS) to report “close calls” and unsafe situations pilots may have experienced. The purpose of this report is to identify issues in the aviation system which needs to be addressed. Details of the program are explained in FAA Advisory Circular 00-46D.

CIVIL AIR PATROL SAFETY IMPROVEMENT OR HAZARD REPORT

This form may be used to make safety improvement suggestions or to report unsafe equipment, conditions, practices, rules, attitudes, etc., which may constitute a hazard to CAP personnel or equipment. This report should be sent to the organization at the lowest echelon where corrective action can be initiated. Do not send it to group, wing, region, or National Headquarters, if the hazard can be corrected at squadron level.

USE THIS SPACE TO MAKE SAFETY IMPROVEMENT SUGGESTIONS OR TO REPORT A HAZARD. OF YOU ARE REPORTING A HAZARD, STATE WHAT IT IS, WHERE IT IS, AND WHEN IT WAS NOTICED.

THE LIGHT ON THE NORTH SIDE OF THE BUILDING IS NOT LIT. IT IS VERY DARK AND COULD BE A HAZARD WALKING IN THE PARKING LOT AFTER DARK. I THOUGHT THIS LIGHT WAS SET ON A TIMER.

DATE

24-
NOV-

NAME, RANK AND ADDRESS (optional)

JOE B. SAFE Capt (999) 555-1212

CAP

FORM
FEB 72

26

CIVIL AIR PATROL SAFETY IMPROVEMENT OR HAZARD REPORT

This form may be used to make safety improvement suggestions or to report unsafe equipment, conditions, practices, rules, attitudes, etc., which may constitute a hazard to CAP personnel or equipment. This report should be sent to the organization at the lowest echelon where corrective action can be initiated. Do not send it to group, wing, region, or National Headquarters, if the hazard can be corrected at squadron level.

USE THIS SPACE TO MAKE SAFETY IMPROVEMENT SUGGESTIONS OR TO REPORT A HAZARD. OF YOU ARE REPORTING A HAZARD, STATE WHAT IT IS, WHERE IT IS, AND WHEN IT WAS NOTICED.

I RECOMMEND WE PUT A FLOOR MAT IN FRONT OF THE DOOR TO WIPE SHOES OFF BEFORE ENTERING THE BUILDING. I ALMOST SLIPPED AND FELL WHEN I STEPPED ON THE WET FLOOR TONIGHT.

DATE

1-OCT-
01

NAME, RANK AND ADDRESS (optional)

JOE B. SAFE Capt (999) 555-1212

CAP

FORM
FEB 72

26

NASA Aviation Safety Reporting System

DO NOT REPORT AIRCRAFT ACCIDENTS AND CRIMINAL ACTIVITIES ON THIS FORM.
ACCIDENTS AND CRIMINAL ACTIVITIES ARE NOT INCLUDED IN THE ASRS PROGRAM AND SHOULD NOT BE SUBMITTED TO NASA.
ALL IDENTITIES CONTAINED IN THIS REPORT WILL BE REMOVED TO ASSURE COMPLETE REPORTER ANONYMITY.

(SPACE BELOW RESERVED FOR ASRS DATE/TIME STAMP)

IDENTIFICATION STRIP: Please fill in all blanks to ensure return of strip.
 NO RECORD WILL BE KEPT OF YOUR IDENTITY. This section will be returned to you.

TELEPHONE NUMBERS where we may reach you for further details of this occurrence:

HOME Area _____ No. _____ Hours _____

WORK Area _____ No. _____ Hours _____

NAME _____

TYPE OF EVENT/SITUATION _____

ADDRESS/PO BOX _____

DATE OF OCCURRENCE _____

CITY _____ **STATE** _____ **ZIP** _____

LOCAL TIME (24 hr. clock) _____

PLEASE FILL IN APPROPRIATE SPACES AND CHECK ALL ITEMS WHICH APPLY TO THIS EVENT OR SITUATION.

REPORTER	FLYING TIME	CERTIFICATES/RATINGS	ATC EXPERIENCE
<input type="checkbox"/> Captain <input type="checkbox"/> First Officer <input type="checkbox"/> pilot flying <input type="checkbox"/> pilot not flying <input type="checkbox"/> Other Crewmember <input type="checkbox"/> _____	total _____ hrs. last 90 days _____ hrs. time in type _____ hrs.	<input type="checkbox"/> student <input type="checkbox"/> commercial <input type="checkbox"/> instrument <input type="checkbox"/> multiengine <input type="checkbox"/> private <input type="checkbox"/> ATP <input type="checkbox"/> CFI <input type="checkbox"/> F/E	<input type="checkbox"/> FPL <input type="checkbox"/> Developmental radar _____ yrs. non-radar _____ yrs. supervisory _____ yrs. military _____ yrs.

AIRSPACE	WEATHER	LIGHT/VISIBILITY	ATC/ADVISORY SERV.
<input type="checkbox"/> Class A (PCA) <input type="checkbox"/> Class B (TCA) <input type="checkbox"/> Class C (ARSA) <input type="checkbox"/> Class D (Control Zone/ATA) <input type="checkbox"/> Class E (General Controlled) <input type="checkbox"/> Class G (Uncontrolled)	<input type="checkbox"/> Special Use Airspace <input type="checkbox"/> airway/route _____ <input type="checkbox"/> unknown/other _____ <input type="checkbox"/> VMC <input type="checkbox"/> IMC <input type="checkbox"/> mixed <input type="checkbox"/> marginal <input type="checkbox"/> rain <input type="checkbox"/> fog	<input type="checkbox"/> ice <input type="checkbox"/> snow <input type="checkbox"/> turbulence <input type="checkbox"/> storm <input type="checkbox"/> windshear <input type="checkbox"/> daylight <input type="checkbox"/> night <input type="checkbox"/> dawn <input type="checkbox"/> dusk ceiling _____ feet visibility _____ miles RVR _____ feet	<input type="checkbox"/> local <input type="checkbox"/> center <input type="checkbox"/> ground <input type="checkbox"/> FSS <input type="checkbox"/> apch <input type="checkbox"/> UNICOM <input type="checkbox"/> dep <input type="checkbox"/> CTAF Name of ATC Facility: _____

AIRCRAFT 1			AIRCRAFT 2		
Type of Aircraft (Make/Model)	(Your Aircraft) _____	<input type="checkbox"/> EFIS <input type="checkbox"/> FMS/FMC		(Other Aircraft) _____	<input type="checkbox"/> EFIS <input type="checkbox"/> FMS/FMC
Operator	<input type="checkbox"/> air carrier <input type="checkbox"/> commuter	<input type="checkbox"/> military <input type="checkbox"/> private <input type="checkbox"/> corporate <input type="checkbox"/> other _____		<input type="checkbox"/> air carrier <input type="checkbox"/> commuter	<input type="checkbox"/> military <input type="checkbox"/> private <input type="checkbox"/> corporate <input type="checkbox"/> other _____
Mission	<input type="checkbox"/> passenger <input type="checkbox"/> cargo	<input type="checkbox"/> training <input type="checkbox"/> pleasure <input type="checkbox"/> business <input type="checkbox"/> unk/other _____		<input type="checkbox"/> passenger <input type="checkbox"/> cargo	<input type="checkbox"/> training <input type="checkbox"/> pleasure <input type="checkbox"/> business <input type="checkbox"/> unk/other _____
Flight plan	<input type="checkbox"/> VFR <input type="checkbox"/> IFR	<input type="checkbox"/> SVFR <input type="checkbox"/> DVFR <input type="checkbox"/> none <input type="checkbox"/> unknown		<input type="checkbox"/> VFR <input type="checkbox"/> IFR	<input type="checkbox"/> SVFR <input type="checkbox"/> DVFR <input type="checkbox"/> none <input type="checkbox"/> unknown
Flight phases at time of occurrence	<input type="checkbox"/> taxi <input type="checkbox"/> takeoff <input type="checkbox"/> climb	<input type="checkbox"/> cruise <input type="checkbox"/> descent <input type="checkbox"/> approach <input type="checkbox"/> landing <input type="checkbox"/> missed apch/GAR <input type="checkbox"/> other _____		<input type="checkbox"/> taxi <input type="checkbox"/> takeoff <input type="checkbox"/> climb	<input type="checkbox"/> cruise <input type="checkbox"/> descent <input type="checkbox"/> approach <input type="checkbox"/> landing <input type="checkbox"/> missed apch/GAR <input type="checkbox"/> other _____
Control status	<input type="checkbox"/> visual apch <input type="checkbox"/> controlled <input type="checkbox"/> no radio	<input type="checkbox"/> on vector <input type="checkbox"/> none <input type="checkbox"/> radar advisories <input type="checkbox"/> on SID/STAR <input type="checkbox"/> unknown		<input type="checkbox"/> visual apch <input type="checkbox"/> controlled <input type="checkbox"/> no radio	<input type="checkbox"/> on vector <input type="checkbox"/> none <input type="checkbox"/> radar advisories <input type="checkbox"/> on SID/STAR <input type="checkbox"/> unknown

If more than two aircraft were involved, please describe the additional aircraft in the "Describe Event/Situation" section.

LOCATION	CONFLICTS
Altitude _____ <input type="checkbox"/> MSL <input type="checkbox"/> AGL Distance and radial from airport, NAVAID, or other fix _____ Nearest City/State _____	Estimated miss distance in feet: horiz _____ vert _____ Was evasive action taken? <input type="checkbox"/> Yes <input type="checkbox"/> No Was TCAS a factor? <input type="checkbox"/> TA <input type="checkbox"/> RA <input type="checkbox"/> No Did GPWS activate? <input type="checkbox"/> Yes <input type="checkbox"/> No

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

NASA has established an Aviation Safety Reporting System (ASRS) to identify issues in the aviation system which need to be addressed. The program of which this system is a part is described in detail in FAA Advisory Circular 00-46D. Your assistance in informing us about such issues is essential to the success of the program. Please fill out this form as completely as possible, enclose in an sealed envelope, affix proper postage, and send it directly to us.

The information you provide on the identity strip will be used only if NASA determines that it is necessary to contact you for further information. **THIS IDENTITY STRIP WILL BE RETURNED DIRECTLY TO YOU.** The return of the identity strip assures your anonymity.

NOTE: AIRCRAFT ACCIDENTS SHOULD NOT BE REPORTED ON THIS FORM. SUCH EVENTS SHOULD BE FILED WITH THE NATIONAL TRANSPORTATION SAFETY BOARD AS REQUIRED BY NTSB Regulation 830.5 (49CFR830.5).

AVIATION SAFETY REPORTING SYSTEM

Section 91.25 of the Federal Aviation Regulations (14 CFR 91.25) prohibits reports filed with NASA from being used for FAA enforcement purposes. This report will not be made available to the FAA for civil penalty or certificate actions for violations of the Federal Air Regulations. Your identity strip, stamped by NASA, is proof that you have submitted a report to the Aviation Safety Reporting System. We can only return the strip to you, however, if you have provided a mailing address. Equally important, we can often obtain additional useful information if our safety analysts can talk with you directly by telephone. For this reason, we have requested telephone numbers where we may reach you.

Thank you for your contribution to aviation safety.

Please fold both pages (and additional pages if required), enclose in a sealed, stamped envelope, and mail to:



NASA AVIATION SAFETY REPORTING SYSTEM
POST OFFICE BOX 189
MOFFETT FIELD, CALIFORNIA 94035-0189

DESCRIBE EVENT/SITUATION

Keeping in mind the topics shown below, discuss those which you feel are relevant and anything else you think is important. Include what you believe really caused the problem, and what can be done to prevent a recurrence, or correct the situation. (USE ADDITIONAL PAPER IF NEEDED)

CHAIN OF EVENTS

- How the problem arose
- How it was discovered
- Contributing factors
- Corrective actions

Page 2 of 2

HUMAN PERFORMANCE CONSIDERATIONS

- Perceptions, judgments, decisions
- Actions or inactions
- Factors affecting the quality of human performance

DESCRIBE EVENT/SITUATION, continued...	
1	2
3	4
5	6
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95	96
97	98
99	100

Extra page

- HUMAN PERFORMANCE CONSIDERATIONS**
- Perceptions, judgments, decisions
 - Actions or inactions
 - Factors affecting the quality of human performance

FAA Safety Improvement Report

FORM APPROVED O.M.B. No. 004-R-0176

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SAFETY IMPROVEMENT REPORT

This report is authorized by law (49 U.S.C. 1421) while you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate and timely.

PURPOSE: To invite your participation in The General Aviation Accident Prevention Program. This form is provided for you to offer ideas for program improvement or to report hazards to aviation safety that you may have observed. Examples of hazards are: obstructions or other hazards on or adjacent to airport traffic patterns; incomplete, inaccurate or obsolete flight data (charts or publications); malfunctioning navigation aids; contaminated fuel; etc. This report is not intended to be used to report violations of Federal Aviation Regulations.

USE THE SPACE BELOW TO TELL US ABOUT YOUR PROGRAM IDEAS OR ABOUT A HAZARD THAT MIGHT CAUSE AN ACCIDENT.
(If you are reporting a hazard, tell us what it is, where it is located, and when it was noticed.)

Taxi way not clearly marked at North intersection at HDI, Cleveland, Tennessee. Pilots unfamiliar with the airport often taxi onto private ramps and have trouble turning around and returning to the public ramp.

DATE

Nov. 20. 2002

YOUR NAME AND ADDRESS (Optional)

Joe B. Safe. 678 N Main. Cleveland. TN 37311

FAA FORM 8740-5 (3-80)

FORMERLY FAA FORM 8000-7 (2-71)

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION



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IN THE
UNITED STATES

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PERMIT NO. 12438

WASHINGTON, D.C.

POSTAGE WILL BE PAID BY THE FEDERAL AVIATION ADMINISTRATION



CAP Hazard Report Log

Date	Member Name	Member ID Number	Hazard Reported	Corrective Action Recommended	Date Corrective Action Completed	Verified By

SAFETY MEETING MINUTES

- A. This section serves as a file for the minutes of unit safety meetings or "Memos for Record" of the safety officer meeting with key personnel or first line supervisors.
- B. Responsibilities: Unit safety officers are responsible for insuring that meeting minutes are reviewed by the unit commander and filed in this management book. Rosters of personnel who attend the safety meeting are to be included also. Unit personnel will be briefed on contents. Unit personnel unable to attend will be required to read the minutes of these meetings. Read and initial forms with summary of the safety meeting are acceptable documentation that personnel reviewed minutes and/or briefings.

Unit Safety Meeting Roster

Date of Safety Meeting or Briefing: _____

Summary of the Topic: _____

Speaker: _____ **Agency:** _____

Bulletin Briefed: National: _____ **Wing/Group:** _____

[illegible]

Monthly Safety Officer Report

Report for the Month of: _____ Today's Date: _____

Unit Name: _____ Unit Number: _____

Unit Safety Officer Name: _____

Unit Commander Name: _____

Safety Meeting

Number present at meeting: Seniors _____ Cadets _____ Guests _____

Summary of safety topic: _____

Speaker Name: _____

Safety Briefings

National Safety Bulletin briefed on (Date): _____

Other safety newsletters/bulletins briefed: _____

Summary of safety topic: _____

Safety Survey

Date last Safety Survey completed and sent to next higher unit: _____

Date next Safety Survey due: _____

Pilot Proficiency

Number of pilots in unit who have earned FAA Wings this month: _____

(Send copy of certificate of completion to next higher Director of Safety.)

Mishaps

Any mishaps reported this month? ☐ Yes ☐ No If Yes, has CAPF 78 been completed and sent to: CAP/DOR, CAP/GC, WING/CC, WING/LO, REGION/CC, and REGION/SE? Has

CAPF 79 been completed and six copies of report sent to Wing/CC? ☐ Yes ☐ No

Have Mishaps and First Aids been logged in Safety Management Book? ☐ Yes ☐ No

BRIEFING REQUIREMENTS

- A. This section of the safety management book is designed to provide the unit commander with information on safety briefings conducted by the unit safety officer.

- B. Responsibilities: The unit safety officer is responsible for briefing personnel on the monthly "safety" bulletin published by National Headquarters Chief of Safety and any other "safety" bulletins published by the region or wing director of safety or the group safety officer. The unit safety officer will also brief personnel on hazardous conditions and acts as they pertain to equipment and procedures. A roster of individuals present for the briefings will be kept in this section along with a summary of the briefing. All personnel not present must read and initial these briefings. Briefings should include group discussion of the topic covered. These briefings may be combined with the monthly safety meeting.

COMMANDER'S LOG

- A. This section will be used to record the unit commander's monthly status briefing and review of the safety management book. In addition, annual, semi-annual, or staff assistance visits made by the higher headquarters will be documented here.

- B. Responsibilities: The unit commander is responsible for implementing the unit's safety program and must be aware of mishaps and the unit safety program status and activities. The commander will review the safety management book with the unit safety officer once each month. An individually prepared log will be maintained in this section to indicate date review was accomplished and the unit commander's signature.

Commander's Safety Review Log

The unit commander and the unit safety officer have reviewed the Safety Management Book on the dates listed below.

Date	Unit Safety Officer	Unit Commander

Book Reviewed by other officials.

Date	Unit Safety Officer	Official's Name

RESOURCE LIBRARY

- A. Videos, CD's, and literature should be made available for use by members as part of the comprehensive safety program. Use bulletin boards to post safety newsletters, poster, accident prevention material and items of major interest.
- B. Responsibilities: The unit safety officer is responsible for maintaining resources for the safety program. List available resources for the members' use in this section.

Safety Resources

The following web sites offer safety information that may be of value in the unit safety program:

- ❑ Civil Air Patrol, Safety Directorate www.cap.gov
- ❑ USAF Safety center <http://safety.kirtland.af.mil/>
- ❑ US Navy Safety Center <http://safetycenter.navy.mil/aviation>
- ❑ Federal Aviation Administration www.faa.gov
- ❑ F.A.A. Videos <http://www2.faa.gov/fsdo/orl/productn/productn.cfm>
- ❑ National Transportation Safety Board (NTSB)
<http://www.nts.gov/aviation/aviation.htm>
- ❑ American Red Cross <http://www.redcross.org/services/disaster/>
- ❑ National Aeronautics and Space Administration (NASA) www.nasa.gov
- ❑ NASA Callback Newsletters <http://asrs.arc.nasa.gov/callback.htm>
- ❑ National Highway Traffic Safety Administration <http://www.nhtsa.dot.gov/>
- ❑ Aircraft Owners & Pilots Association (AOPA) Air Safety Foundation www.asf.org
- ❑ Aviation News Site www.avweb.com
- ❑ American Flyers http://www.americanflyers.net/Resources/faa_videos.asp
- ❑ Aviation Safety (subscribe to newsletters) <http://www.avsaf.org/news/>
- ❑ National Institute of Standards and Technology <http://www.fire.nist.gov>
- ❑ AvWeb <http://www.avweb.com/articles>